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## **Information for Financial Aid Professionals (IFAP)**

### ***Migration Requirements Document***

Version 1.3 - last updated 06/16/2000

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## 1. Document Control

### Document Revision History

Version	Modifications	Date	Author
1.0	Draft	05/22/2000	R. Shina
1.1	Final Version. Added Functional Components	06/11/2000	R. Shina
1.2	Comments on final version incorporated	06/12/2000	R. Shina
1.3	Updates based on the results of the IFAP Final Requirements review session held Friday June 16, 2000	06/16/2000	R. Shina

### Document Information

Original Authors: Rob Shina  
 Current Document Status: Version 1.3  
 Document Filename: IFAP Migration Requirements Document  
 Document Location:

### Distribution

Distribution:	Kay Jacks, David Marr, Gary Garoffolo, Colleen Miller, Helene Epstein, Paul Hill, Sandi Foy McCabe
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### 3. Introduction

#### 3.1 Purpose

The IFAP application (<http://ifap.ed.gov>) was developed to provide school and financial partners with electronic access to the many SFA publications that guide the administration of the Title IV Student Financial Assistance programs. The current IFAP web application is based on the Lotus Domino platform. The Schools Channel has identified a compelling need to convert the existing IFAP application to a new technical platform. This document is being prepared in support of the IFAP Conversion/Migration Business Plan. All facts used within this document have either been defined within the referenced Business Case, defined within the current IFAP Notes Application or during the analysis phase.

#### 3.2 Scope

The primary scope of this effort is to modernize the current IFAP system and migrate it to a more reliable and functional architecture based on the SFA/DOE standards. This modernization effort will focus on the technical reengineering of IFAP based on: (1) a migration from Lotus Notes to an Oracle 8i-database; (2) the use of Interwoven to manage the content; (3) the use of Autonomy as the search component; and (4) the migration of the http web server from the current Lotus Domino platform to a WebSphere platform.

All documents for public consumption after migration will be accessible through the new site via WebSphere. In conjunction with the migration efforts, integration points with the Schools Portal and SFA Intranet effort will be developed as needed. The main integration point with the Schools Portal effort is in the area of search which requires the consistent use of the Autonomy application. The main integration point with the SFA Intranet effort is the consistent management of content using Interwoven.

For clarity throughout this document, the effort associated with the migration of the current IFAP system will be divided into three main sections; Content Conversion, IFAP Web Site and Content Management.

##### 3.2.1. Content Conversion

This section will cover the identification and approval process for the existing IFAP content, the processes surrounding the migration of the IFAP content to the new architecture and the schedule and plans to accomplish this effort.

##### 3.2.2. IFAP Web Site

The requirement for the IFAP Web Site is to convert the existing application from the Lotus Notes Domino platform to the Oracle 8i platform. Accordingly, this section will include all functionality associated with the existing web site (<http://ifap.ed.gov>).

The redesign of the current IFAP web site will, to the extent possible, maintain its current "look and feel" and associated functionality. Beacon will utilize their strong Human Factors Engineering capability to ensure proper design, usability and functionality. Associated with any redesign, SFA has specifically requested that the scrolling document window on the home page be reviewed and replaced with another mechanism for alerting users about newly posted documents to the site.

The current user functions, search, subscription privileges and peer review of SFA publications will be maintained and/or enhanced. By incorporating use of the Autonomy product, the IFAP modernization effort will provide IFAP with a more robust functional search component and allow for future development of expanded search capabilities. Additional user functionality will be provided with the migration effort and will primarily center around two components: "SFA Publications by Topic" and "Archived SFA Publications". These two components are currently on IFAP's home page, but are not active.

#### 3.2.3. Content Management

Throughout this document, "content management" refers primarily to the maintenance of the IFAP documents contained within the IFAP database. Consequently, this section will refer to the Customer Support Branch (CSB) activities associated with maintaining the IFAP documents. These activities will be detailed in the "Content Management Requirements Document".

SFA requests that a "Document Archive" function be added. It will be taken into consideration during the redesign to allow for documents to be migrated from the "most current" views to an archive of documents by document type or publication. This capability does not exist today in the current design and its functionality will be influenced by the capabilities/constraints of Interwoven.

### 3.3 Overview

The "Information for Financial Aid Professionals" (IFAP) web site, <http://ifap.ed.gov>, is a Lotus Notes/Domino based application managed by the CSB, Office of Student Financial Assistance Programs (OSFAP) of the Department of Education. The IFAP web collection went "live" in early March 1998. IFAP is supported by approximately thirty-five (35) Lotus Notes databases that comprise 10,000 plus documents. A full inventory list will be supplied for SFA review. These databases relate to the thirty-nine (39) specific types of publications that CSB posts to in IFAP.

### 3.4 References

- Business Case, IFAP Conversion/Migration, dated 03/01/2000 at 10:05 PM.
- IFAP Forms & Views Details, dated 6/12/2000
- IFAP Notes Database Metrics, dated 6/12/2000
- IFAP Migration Requirements Document (draft), dated 5/22/2000

### 3.5 Terms and Acronyms

This section will list any acronyms and specific terms that require definition.

- Autonomy - Autonomy was founded in March 1996. At the heart of Autonomy's software is the ability to analyze a document, extract the ideas in the text and determine which are the most important. This is achieved using proprietary pattern matching technology.
- CSB - Customer Support Branch
- IFAP – Information for Financial Aid Professionals.
- OSFAP - Office of Student Financial Assistance Programs
- RDBMS – Relational data base management system
- SFA – Student Financial Assistance
- Interwoven - is the recognized leader in content management software and services for the enterprise Web.
- VDC – Virtual Data Center
- WebSphere – An HTTP and application server product from IBM

- Content – All documents contained within the IFAP database, also content associated with IFAP web pages.
- ACL – Lotus Notes, Access Control Lists
- Teamsite – is the Interwoven application that will be used to manage the content contained within the IFAP site.
- LaunchPad - is an Interwoven application that allows the user to make associations between file types and editing packages.
- Authors – Authors are primarily content creators using Interwoven's Teamsite application.

#### 4. Overall Description

This section of the specification describes the general factors that affect the product and its requirements. It does *not* state specific requirements, which are described further in section 5.

Specifications on the current forms and views associated with each Notes database or publication type can be found in Attachment B, "IFAP Forms & Views Details" document. It is intended that the referenced document provide detailed requirements regarding the current system and is intended to provide detail requirements for use in the modernization of IFAP. Accordingly, this document focuses more on the enhancements/changes required to the current functionality and does not detail the specifics of each publication type.

#### 4.1 Product Functions

This section summarizes the three major functions that the site will perform as well as defines the interfaces for the site. The three major functions are Content Conversion, the IFAP Web Site and Content Management.

##### 4.1.1. Content Conversion

Content Conversion within this specification will cover all activity associated with the movement of relevant content from the current IFAP Lotus Notes databases into the new architecture.

##### 4.1.1.1. Conversion Process

The IFAP conversion process will consist of five (5) main steps: (1) develop an "Inventory Lists and Counts Document"; (2) develop extraction scripts; (3) develop load scripts; (4) verify inventory; and (5) initialize Interwoven and Autonomy indexes for deployment to production. Refer to Figure 1 for the "[IFAP Conversion Process](#)" diagram.

##### 4.1.1.1.1. Inventory Lists and Counts Document

A Notes database called "Migration" was developed and will be maintained to contain all of the pertinent information regarding the migration effort. Notes programs have been developed to aid in the understanding of the contents of the IFAP system. From these programs the "Inventory Lists and Counts Document" will be generated. Attachment A: "IFAP Notes Database Metrics" document was produced from the "Migration" database and provides high-level metrics on the IFAP system. More detailed listings will be developed while working with SFA and CSB personnel towards finalizing IFAP's list of documents targeted for migration.

##### 4.1.1.1.2. Extract Scripts

Two Lotus Notes scripts will be developed to extract data from the IFAP Notes database. The extraction routines will include all data from the IFAP Notes database. This assumes that any data not targeted for inclusion in the migration will be removed from the IFAP Notes database prior to the final conversion process being executed. One script will extract all metadata associated with the each document and stage it for loading into Oracle. The other script will extract each document and stage it for inclusion into IFAP's File system.

4.1.1.1.3. Load Scripts

Two scripts will be developed to load the data that was staged from the extraction routines. An Oracle SQL\*Loader script will load the metadata into the IFAP Oracle database. The other load script will populate IFAP's web directory file system with the appropriate documents.

4.1.1.1.4. Verify Inventory

This step will verify that all of the documents and associated metadata was migrated successfully. Metric reports similar in content to the "Inventory Lists and Counts Document" will be executed against the IFAP Oracle database and file system. These reports will be used to verify the migration of all documents was successful.

4.1.1.1.5. Interwoven and Autonomy Initialization

Once the inventory verification is complete, both Interwoven's Teamsite and Autonomy will be initialized. Teamsite repository will be populated from both the metadata contained within the IFAP Oracle database and the documents located on the IFAP file system. IFAP's Autonomy index will be built using the file system. The production server will then be initialized.

4.1.1.2. Production Migration Strategy

This above conversion process will be executed as part of the pre-production tasks for IFAP. It is intended to execute over a short period of time to minimize the downtime the current IFAP content management application will experience. It is expected that just prior to the release all "in-progress" activity must be complete and that no new activity is started. This conversion process will not capture work that is in progress.

4.1.2. IFAP Web Site

The current IFAP Web Site consists of both the static and dynamic pages. The majority of this section defines the functions and process required to support the site and these pages. Refer to Figure 2 for the "[IFAP Flow Chart](#)" that lists the main levels of the site.

4.1.2.1. Member Services

IFAP does not require users to become members nor does it require security functions. The member services area is subscription based and is offered to the user community for primarily two enhanced functions: (1) the Subscription Option; and (2) Customized Search. The Subscription Option enables the member to receive notifications of new publications. The Customized Search service allows the user to perform searches on previously saved search criteria.

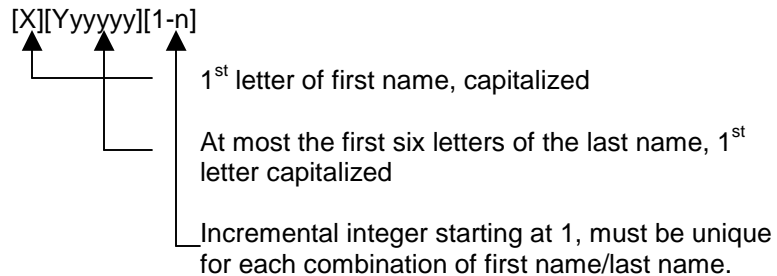


#### 4.1.2.1.1. Registration

To utilize IFAP's subscription options, a user must be a registered user of IFAP. The login page contains a link "Click Here to Register" that enables these subscriptions. The user needs to enter demographic data and the interested Financial Aid Professional Group. Within three days, the user will be sent a user id and password. Upon their first return to IFAP, the user will utilize their provided id and password to enter the site. The user will also be prompted to change their password.

At 19 months of non-use or access, an email notification will be sent to the user indicating that their IFAP id is about to expire. Currently no email notification is sent. After 20 months of inactivity, their ids are deactivated. The capability will be provided to the administrator to re-activate these ids as needed.

IFAP ids are generated from the users name and an additional number that is unique for the particular id. The rule to create the id follows:



The IFAP default password is sent to all new registrations, "new2ifap%".

The current IFAP statement to the users regarding the 3-day turnaround time for registration processing will remain the same. However, in actuality, notices will be sent real time for all registrations except for those that select "Other" for the Financial Aid Professional Group. See section 4 for details.

#### 4.1.2.1.2. Subscription Option

The IFAP subscription option component notifies subscribed users via an email that new additions have been posted to the IFAP site. Users subscribe based on their selection of document Publication types and Program/Topic pairs. Based on their selection, users are notified via email within 48 hours or on a weekly basis (daily, except weekends). A reference link to each of these newly posted documents is mailed to the subscribed users. Emails are sent on Sunday evening to all weekly subscribers and within 48 hours to all others. The email is customized based on users' subscription selections. Users can select to be notified when new documents are added to the IFAP catalog based on Publication Type and Program/Service categories. Users can select more than one Publication Type or Program/Service category. If selections overlap, the system does not send users duplicate email notifications of a single document.

Four sections are presented on the IFAP subscription options:

- **Weekly Summary of all IFAP Additions:** This option provides weekly summary of all IFAP additions (default).
- **Frequently Generated IFAP Additions:** This option notifies the users within 48 hours each time new information is posted to any of the five most popular information categories of IFAP: (1) Action Letters, (2) Dear Partner/Colleague Letters, (3) Direct Loan Bulletins, (4) Policy Bulletins, and (5) Electronic Announcements.
- **Additional IFAP Postings:** This option provides the ability to indicate additional notification whenever anything is posted to specific categories that have been selected. Notification is within 48 hours of the posting. This option supplements the "Frequently generated IFAP Additions" option.
- **Program Area Postings:** This option allows the user to indicate the desire to receive a notification any time anything is posted that relates to a specific program area: Pell, Direct Loans, etc... Notification is within 48 hours of the posting.

The 48 notifications will be sent after hours Sunday thru Thursday. The weekly notifications will be sent Sunday night. The actual time will need to be determined by the VDC to ensure it does not interfere with the data center operations.

#### 4.1.2.1.3. Customized Search

Currently, IFAP allows the user to retain searches for future use. Users can save, clear and change the search criteria using the standard IFAP search features. In the updated version of IFAP, Autonomy's features will be used to provide all search capability.

#### 4.1.2.1.4. Miscellaneous Member Services

Standard change/update email and password functions exist in the current IFAP application. For the other demographic fields, the user currently needs to re-register to change them. The new system will allow the user to update all demographic information except name.

#### 4.1.2.2. Site Search

The primary criticism of the existing IFAP web site is the limited searching capability. Accordingly, the new IFAP web site will look to dramatically improve this functionality. The new IFAP site will contain a robust site-search utility using the Autonomy search engine. It will be well integrated within the site's architecture to ensure user satisfaction. This will encourage repeat visits and minimize maintenance.

IFAP will maintain its own indexed database. This will allow for IFAP to configure its search engine to meet its specific demands. Additionally, the IFAP search engine will act as a satellite site to the Schools Portal providing an Autonomy index.

The default search will always search the current listing of publications. The user will have the ability to search the archived publications.

4.1.2.3. Customer Feedback

The customer feedback function allows the IFAP users to anonymously submit comments to the CSB. A database form along with required tables will be created to support this function. Currently, no fields are required, but the comments field will be required in the new IFAP application. Name and email address will remain optional. The access required to view each comment will be provided to the support staff. The application will forward a copy of the email to the CSB mailbox. The email will contain the name, email, comment and date of comment.

4.1.2.4. Security

Presently, the IFAP web site is fully accessible to the general public. There are no additional security requirements to be defined at this time. The Member Services area is a value added service and its requirements are stated above.

4.1.2.5. Administration For Member Services

4.1.2.5.1. Users

The user lists shall be presented with sort capability on institution, last name, location, professional group and username. Details of the user will be supplied in read only mode. The details will include all of the users' demographic information, account information, current subscription options and saved searches. The account information includes creation date, the date when the user's id was emailed, last login date and total number of visits.

Within the current application, the only action the User Administration group can take in the current system is to reset the password to IFAP's default password. This will be enhanced within the new system to allow all fields to be updated. In addition, new functionality will be provided to allow the administrator to re-activate a user.

4.1.2.5.2. Site Statistics

No site statistics will be developed within the application since these are provided by Web Trends.

4.1.3. Content Management

This section contains all activities associated with authoring and managing IFAP content as well as its approval process. It is intended to document the unique Content Management requirements of IFAP.

IFAP's content management should be considered a function of the overall Content Management Requirements Document and both documents should be reviewed together for completeness. The Content Management Requirements Document will address content management requirements for all applications including IFAP, the Schools Portal and the Intranet.

4.1.3.1. Authoring

In the current IFAP Content Management process the CSB team receives a request to post content to IFAP. This is usually sent via email from authorized Channel Managers. The CSB team will then post the document into Lotus Notes and perform quality control checks prior to publishing the document.

Within the new IFAP environment the authors can themselves update and submit the content for review. The content is then processed through the defined workflow processes and all quality control procedures are performed by the CSB.

An authorized author has the privilege to post documents to any publication type within IFAP.

Create Content - The create content function will provide a list of all available data capture templates from which content can be created. The templates will directly correspond with Publications Types such as, Accrediting Agencies, Announcements; ... Refer to IFAP Notes DB Metrics document for the current list of publications. Currently within the Notes the list is stored in a hidden field named "DocTypeList".

The details of filling the template vary. It seems to be primarily entering info in the subject detail section and pasting document(s) into the "Body Of Text". The "Body of Text" is a Rich Text field and can contain any type document either imported or copied through the clipboard.

In addition other added functionality includes the ability to add or delete Enclosure(s)/Attachment(s) and associate Program and Topics pairs to the new content. If the form allows enclosures, the user can add up to 15 (usually Enclosure A through Enclosure O). The Program and Topics function allows the user to associate the document with multiple Topics for one or more Program. A list of Programs and associated Topics is provided to the user for selection. The system currently does not allow multi-select capability on Topics. The ability to multi-select shall be provided in the migration. Refer to "IFAP Reference Tables" for the complete list of Program/Topic Pairs.

Posting information will be captured automatically with the author's name and the date the content is created.

#### 4.1.3.2. Management

Edit Content – Allows users to navigate to the publication type containing the content to be updated. Select the desired document for editing and the document is presented for editing within the template. A temporary version of the file will be moved to the user's work area. Changes will not appear for review until the file is uploaded.

Delete Function – Currently when the user selects the desired document for deleting it is progressed back to the "in-progress" database. The current Notes system allows the user to Set & Remove a Deletion Flag from the document's field "SetDeleteFlag". If the flag is set, the document will then be deleted when the next scheduled agent "Delete Documents" is run. This field is also used in many views to determine if a document should be displayed in the view. Delete Document Permanently From IFAP marks the document selected in the view for deletion. The document will be deleted when the user exits the database.

Utilizing Teamsite's delete function users will be able to select and remove content. Dialog box will appear asking to confirm the deletion.

Restoration function will also be available for restoring accidentally deleted files.

Comparing Content – Users will be able to compare sections of the IFAP site as well as individual files with full visual differencing capability (i.e., dual pane windowing feature).

#### 4.1.3.3. Approval Process

Current Process: The current IFAP supports the following Document Review process. The main screen leads to the “Approval” view, which displays recently created documents that have not been “Forced To Migrate” to the appropriate database. Functions on this form include “Approve Document”, “Disapprove Document”, “Document History”, “Force Document Migration”, and “GotoEditView”.

Within the approval process, any document must be migrated through two approval stages prior to migrating to production. At any time within the process, a document’s approval status can be disapproved thus migrating the document back to its prior status. Privileges to approve or disapprove documents are restricted. The first approval marks the document with level 1 approval and the second approval with level 2. At this point, it also sets several “txt” hidden fields in the document to “No”. The system will not think it has been touched by the 48 Hour and Weekly agents.

The Document History function displays statistics on the following items concerning the history of the document: when and by whom the document was created, first approved, second approval and any disapproval.

The Force Document Migration function removes the document from the In-Progress database and copies it to its appropriate database, by running the “Move To Database” agent.

Teamsite’s Workflow Process: Teamsite will allow for a more proactive review process and extend the ability to author content. Users who are assigned specific tasks within workflow will be notified via email when work is in their queue.

Content can be submitted into IFAP’s Quality Control & Approval Process via two paths. The first and foremost method will be through a workflow template. The template defines the structure required for the document and the workflow model. The second method will support email submissions. Currently only one workflow routing is defined for IFAP such that all content entered through the workflow templates will follow the same approval routings as currently defined above. The CSB Quality Control group will execute its Quality Control procedures and either approve or reject the content. Content that has passed both approval steps will be staged for deployment. Content that has been rejected will be sent back to the appropriate state.

Refer to figure 3 for the [“IFAP Workflow Process”](#) diagram.

4.1.3.4. Security

Teamsite's authentication module in conjunction with the roles identified within SFA's "Intranet Content Management User Roles & Mid Level Workflow Process" document will be used to identify the levels of influence that IFAP users have.

*Authors* are primary content creators. All work submitted by Authors goes through each step of the workflow process defined. Authors can also receive assignments from Editors. Within IFAP Authors will primarily be comprised of the designated content contributors from each Schools Channel.

*Editors* control the workarea and manage all of the activity associated with that area. Editors also have full Authoring capability. Editors have access to advanced features within Teamsite such as advanced version management, managing tasks within workflow and submitting completed content. Editors within IFAP will be comprised of mostly members within the CSB.

*Administrators & Masters* are the power users within Teamsite. Administrators are responsible for the functionality of their project. One or two Administration roles will be granted for IFAP. The Master class is only for the administrator of Teamsite and their should not be one identified within the IFAP project.

4.1.3.5. Administration

Within the current Notes application the "Common" database is restricted to individuals with the role type of "admin". The common database is comprised of two main sections, "Program/Topics" and "Citations".

4.1.3.5.1. Program/Topics

Within each publication type template the CSB group needs to have the ability to select Program/Topic pairs for each document. Within the administration side of IFAP, the ability to maintain the list of Program/Topic pairs needs to exist. The administrators of IFAP will need add, delete and update capability. The pairs need to be unique and are used for the structured search, "SFA Publications by Topic".

4.1.3.5.2. Citations

Citations are comprised of "Regulatory" and "Law" types and have recently begun to be updated quarterly. Citations are referred too by Federal Regulations indirectly on the web site. The Citations themselves are not referenced directly on the web site.

4.1.3.5.3. What's New Page Settings

What's new page setting will allow the administrator the ability to set the interval for what is presented on the "Whats New Page". It will be a drop down box consisting of an interval setting (i.e.: 5, 10, 15, 20 days).

4.1.3.5.4. Document Metrics

Currently associated with the activities within the In-progress database, the reporting function provides performance statistics by Author, by Document Type, 1<sup>st</sup> and 2<sup>nd</sup> Approvals and in-progress

totals. Teamsite provides its own report control center that consists of predefined reports on the most common user activities and the ability to create custom reports. Custom reports will include views into event types (Submit, Workflow, or General), areas affected, users involved and timeframes involved.

Authors who will be editing files will need to install an Interwoven utility called LaunchPad. LaunchPad is a small helper application that allows the user to make associations between file types and editing packages.

#### 4.1.4. Archive SFA Publications

An Archived SFA Publications area will be introduced with the migration effort. The archived area of the web site will look similar in structure to the "Current SFA Publications" except contain only those publications that have been archived. Current SFA Publications are those dated within the current year, the prior year and the following year. Year can be defined as Calendar or School dependent on the publication type.

## 4.2 Constraints

The development team lists the following items as constraints of the IFAP migration effort:

- The Autonomy search component will dictate the search features offered within the converted IFAP application. The development team has just received the Autonomy software and has recently attended a training class on the product. This information will allow them to provide SFA with better understanding of the capabilities of the software.
- Content management will be supported using the Interwoven product. Accordingly, Interwoven will dictate the functions within IFAP's document management process. The design, testing, and implementation of the Interwoven product are being handled by the Content Management team. The IFAP development team will provide input to that team to support their efforts.

## 4.3 Assumptions and Dependencies

- Coordination with the development, migration, testing, and deployment efforts of the Schools Portal, Intranet, Technical Architecture, and Content Management teams is extremely important to the success of the IFAP project.
- A freeze period for updating the IFAP database will need to be implemented for production.
- A list of documents to be migrated needs to be approved by SFA management prior to migration to production.
- BTG will remove all databases that are no longer required prior to production migration.

## 5. Specific Requirements

This section of the specification documents all of the software requirements at a greater level of detail too allow for the design of the system. It also provides the basis for compiling the test cases that will demonstrate the system capabilities.

### 5.1 Functional Requirements

#### 5.1.1. Content Conversion

5.1.1.1. Conversion Process

5.1.1.1.1. Inventory Lists and Counts Document

**Input** – Notes Migration database.

**Output** – Various reports on each Notes database:

- IFAP Notes Database Metrics
- General Attributes
- Attachment listings

**Process** – At any point in time the Migration database can review the IFAP Notes databases and return all pertinent information concerning the current version.

**Special Features:** -

**Issues & Questions**

5.1.1.1.2. Extract Scripts

5.1.1.1.2.1. Extract Script for Oracle

**Input** – All Metadata and document locations associated with each document type.

**Output** – Formatted files placed in staging area. Also set completion flag.

**Process** – This is a Notes Agent that will execute on demand. This is the 1<sup>st</sup> step in the conversion process.

**Special Features:** - Needs to be fully portable and will be processed a number of times throughout the development & testing phases and finally for the production run.

**Issues & Questions**

5.1.1.1.2.2. Extract Script for File Share

**Input** – Metadata, Rich Text and attachments associated with each document type.

**Output** – Formatted files placed in staging area with same structure as production. Also set completion flag.

**Process** – This is a Notes Agent that will execute on demand. This is the 1<sup>st</sup> step in the conversion process.

**Special Features:** - Needs to be fully portable and will be processed a number of times throughout the development & testing phases and finally for the production run.

**Issues & Questions**

5.1.1.1.3. Load Scripts

5.1.1.1.3.1. Load Script for Oracle

**Input** – Formatted files generated by the Extract Script for Oracle.

**Output** – Oracle tables.

**Process** – After completion flag is set the SQL\*Loader routine will read files and initialize staging tables within Oracle.



After the staging tables are initialized stored procedures will process the data and load the database schema.

**Special Features:** - Needs to be fully portable and will be processed a number of times throughout the development & testing phases and finally for the production run.

**Issues & Questions**

5.1.1.1.3.2. Load Script for File Share

**Input** – Formatted files generated by the Extract Script for File Share.

**Output** – Production IFAP Web Directory File System.

**Process** – After completion flag is set this routine will process the files from the staging area to the production file system.

**Special Features:** - Needs to be fully portable and will be processed a number of times throughout the development & testing phases and finally for the production run.

**Issues & Questions**

5.1.1.1.4. Inventory Verification

**Input** – Oracle database and IFAP Web Directory File System.

**Output** – Similar reports as those identified within the “Inventory Lists & Counts Document”.

**Process** – These reports should be automatically generated after the successful completion of the Load routines. These reports need to be fully portable and will be processed a number of times throughout the development & testing phases and finally for the production run.

**Special Features:** -  
**Issues & Questions**

5.1.2. IFAP Web Site

5.1.2.1. Member Services

5.1.2.1.1. Registration Page

**Input** – First Name, Last Name, Email, Institution/Organization, City, State & Financial Aid Professional Group.  
Financial Aid Professional Group;

Financial Aid Administration
Other Institution-based Professional
Lender
Guaranty Agency
Lawyer/Law Firm
Other State/Local Agency
Financial Aid Servicer
Auditor
U.S. Department of Education Employee
Other

**Output** – Confirmation page with statement about the ID/password.

Within three days the user will be sent a user id and password.

Use Real-time turnaround, no delay.

**Process** – Three-day turnaround to process the request and send a user id based on name and standard 1<sup>st</sup> password. Upon the 1<sup>st</sup> return to IFAP the user will use their provided id and password and will be prompted to change their password. If “Other” Financial Aid Professional Group is selected no automatic message is sent to the user. An email notification is sent the support group, CSB mailbox for processing/approval. The Account Information kept for each member includes creation date, the date when the user’s ID was emailed, last login date and total number of visits.

**Special Features:**

- Logic to generate the user ID - 1<sup>st</sup> letter of first name, capitalized, followed by at most the first six letters of the last name, 1<sup>st</sup> letter capitalized and followed by an incremental integer starting at 1, must be unique for each combination of first name/last name.
- The IFAP default password is sent to all new registrations, “new2ifap%”

**Issues & Questions**

- Currently no special requirements on passwords; length, use of special characters, ... are required.

5.1.2.1.1.1. IFAP Member Services Login Page

**Input** – IFAP Username and password

**Output** – Upon successful login proceed to Member Services Page. Log date/time of login to database for username and increment by 1 the count of visits.

**Process** – Verify login, log appropriate information and present Member Services Home Page.

**Special Features:**

**Issues & Questions**

5.1.2.1.1.2. IFAP Member Services Page

**Input** – List of Links to select from:

- SFA Customer Service Centers (Static content page)
- Subscription Options
- Update Profile (email Included)
- Customized Search

**Output** – Serve page requested.

**Process** – N/A

**Special Features:**

**Issues & Questions**

5.1.2.1.1.3. User ID Expiration email Function

**Input** – N/A

**Output** – Email to user that ID is about to expire. Message needs to be created by SFA. Should allow for a URL “Enter new URL to Member Login Page” and login to prevent from having your ID removed. Or call CSB.

**Process** – Routine sends email at 19 months if user has not been active. Check last time logged in date against sysdate. Routine runs once a month, 1<sup>st</sup> of each month.

**Special Features:  
Issues & Questions**

5.1.2.1.1.4. User ID Expiration Function

**Input** – N/A

**Output** – N/A

**Process** – Routine sends email at 20 months if user has not been active. Check last time logged in date against sysdate. Routine runs once a month, 1<sup>st</sup> of each month. Remove IFAP ID and all demographic data and subscription settings.

**Special Features:  
Issues & Questions:**

5.1.2.1.2. Subscription Option Page

**Input** – 4 subscription options;

- i. Weekly Summary(default setting)
- ii. Frequently generated IFAP additions(48 hour)
- iii. Additions by publication type(48 hour)

List of the Publication Types follow;

<ul style="list-style-type: none"> <li>▪ Action Letters</li> <li>▪ Accrediting Agencies</li> <li>▪ Audit Guides</li> <li>▪ Blue Books</li> <li>▪ Brochures And Pamphlets</li> <li>▪ Counselor's Handbooks</li> <li>▪ Dear Partner/Colleague Letters</li> <li>▪ Default Rate Materials</li> <li>▪ Direct Loan Bulletins</li> <li>▪ Direct Loan Fact Sheets</li> <li>▪ Direct Loan Newsletters</li> <li>▪ Direct Loan Pamphlets</li> <li>▪ Direct Loan School Guides</li> <li>▪ Direct Loan Technical References</li> <li>▪ EDConnect For Windows User's Guide</li> <li>▪ EDE Technical References</li> <li>▪ EFC Formula Books</li> <li>▪ Electronic Announcements</li> </ul>	<ul style="list-style-type: none"> <li>▪ FAFSAs And Renewal FAFSAs</li> <li>▪ Federal Registers</li> <li>▪ FFEL Special Allowance Rates</li> <li>▪ FFEL Variable Interest Rates</li> <li>▪ FWS Resource Guide</li> <li>▪ IPOS Program Review Guidance</li> <li>▪ NSLDS: The Paperless Link</li> <li>▪ NSLDS Quick Reference Guide</li> <li>▪ Pell Grant Program Materials</li> <li>▪ Policy Bulletins</li> <li>▪ Reauthorization Materials</li> <li>▪ Regulation Compilations</li> <li>▪ SAR And ISIR Materials</li> <li>▪ SSCR User's Guides</li> <li>▪ SFA Handbooks</li> <li>▪ Training Guides</li> <li>▪ Verification Guides</li> </ul>
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- iv. Additions by program/service(48 hour)

Program/Service Categories

<ul style="list-style-type: none"> <li>▪ Campus-Based Programs (General Provisions)</li> <li>▪ Cash Management</li> <li>▪ FAFSA Processing/SAR/ISIR</li> <li>▪ Federal Family Education Loan (FFEL) Program</li> </ul>	<ul style="list-style-type: none"> <li>▪ Institutional Eligibility And Participation</li> <li>▪ National Student Loan Data System (NSLDS)</li> <li>▪ Refunds And Repayments</li> <li>▪ State Student Incentive Grant (SSIG) Program</li> <li>▪ Student Eligibility</li> </ul>
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<ul style="list-style-type: none"> <li>▪ Federal Pell Grant Program</li> <li>▪ Federal Perkins Loan Program</li> <li>▪ Federal Supplemental Educational Opportunity Grant (FSEOG) Program</li> <li>▪ Federal Work-Study (FWS) Program</li> <li>▪ Higher Education Programs</li> </ul>	<ul style="list-style-type: none"> <li>▪ Title IV WAN/Electronic Data Exchange(EDE)</li> <li>▪ Training/Conferences/Meetings</li> <li>▪ Verification</li> <li>▪ William D. Ford Federal Direct Loan Program</li> </ul>
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Check boxes will be used to select a specific option. Click the empty check box next to that option. A check should appear in selected check box. To deselect an option, click the check box. The weekly subscription selection is the default.

**Output** – email blasts to subscribed users. Weekly on Sunday, other within 48 hours of document additions. Emails contain links and summary info on each document.

**Process** – When document is added to IFAP database log document for subscription notification. After email notification remove from log.

**Special Features**

**Issues & Questions**

#### 5.1.2.1.3. Customized Search Page

**Input** – Customized Search page consisting of:

- New search
- Use previously saved search
- Delete previously saved search

**Output:**

- New search - present Master/Customized Search page
- Use previously saved search – Search results page
- Delete previously saved search - Customized Search page with search removed

**Process** – For deletions remove the properties about the requested search. Use saved search grab parameters from database and pass to search engine. New searches provide new search page similar to site search with option to save search.

**Special Features:** N/A

**Issues & Questions**

#### 5.1.2.1.4. Master/Customized Search Page

**Input** – Master/Customized Search page consisting of:

- Search by Publication Types, current or archive and natural language box.
- Search Preservation radio buttons:
  - Search do not save
  - Search and Save, save as: Text Box pre-populated with Date & Time Stamp.

**Output:**

- Search results page and if “Search and Save” is selected record to database.

**Process** – Execute search based on criteria selected. If “Search and Save” is selected pre-populate the text box with Date&Time stamp. Upon saving to database prompt user to overwrite if search name is already used.

**Special Features:** N/A

**Issues & Questions**

5.1.2.1.5. Update Profile Page

**Input** – First Name(read only), Last Name(read-only), Email, Institution/Organization, City, State, (Password with New Password & Confirm Password) & Financial Aid Professional Group.

Financial Aid Professional Group;

Financial Aid Administration
Other Institution-based Professional
Lender
Guaranty Agency
Lawyer/Law Firm
Other State/Local Agency
Financial Aid Servicer
Auditor
U.S. Department of Education Employee
Other

All input fields should be populated with current values.

**Output** – Update member profile based on fields that have been updated. Email confirmation, send new profile.

**Process** – Allow member to update all fields except First Name or Last Name. Save to database upon submit. Send email confirmation.

**Special Features:**

**Issues & Questions**

5.1.2.2. Site Search Page

**Input** – Search Text Box.

**Output** – Search results.

**Process** –

- Accept input and determine search parameters.
- Process search on indexed database.
- Display results.

**Special Features:** Integrate into the SFA Schools Portal search using the same search criteria and functions

**Issues & Questions:**

5.1.2.3. Site Search Help Page

**Input** – N/A.

**Output** – N/A

**Process** – Static Page with Summary or Autonomy's online help plus customized help from SFA.

**Special Features:**

**Issues & Questions:** Needs to closely inline with the Schools Portals.

5.1.2.4. Customer Feedback Page

**Input** – Name & email are optional. Comment box required.

**Output** – email to the CSB support group and log information to the database.

**Process** – Upon the form being submitted generate and send email as well as write to the appropriate table(s), include sysdate. Copy of email message send to CSB mailbox. Email to include date of message.

**Special Features:**

**Issues & Questions**

5.1.2.5. Additional SFA Related Sites Page

**Input** – Sites page.

**Output** – List of links and associated information concerning the sites. Provides links to defined sites. Refer to Table 1, [IFAP Links](#) for list of links.

**Process** – Click, pop new browser window and go. The pop window ID should be the same for all windows used within IFAP that access external sites.

**Special Features:**

**Issues & Questions**

5.1.2.6. What's New Page

**Input** – All documents that comprise the weekly updates are listed here. The document name, subject and link to document sorted by publication type.

**Output** – N/A

**Process** – This page will be dynamic and will list up to the minute additions. Previously this page was only updated from the weekly process for email notifications. Click and go on links, no new window.

**Special Features** – Ability to list all “what’s new” items for a period (i.e., 10 days) as specified by the administrator. New documents should be distinguished from changes/enhancements to existing documents. Only new documents should be listed under “what’s new”. This feature is an enhancement to the current system.

**Issues & Questions**

5.1.2.7. SFA Publications Page

**Input** – Page is dynamic and is generated based on current Publication Types.

**Output** – List of links and associated information concerning each Publication Type. Provides links to defined sites. Refer to Table 2, [SFA Publication Lists](#) for details.

**Process** – Click, pop new browser window and go. The pop window ID should be the same for all windows used within IFAP.

**Special Features:**

**Issues & Questions** – It was requested during the Final review that this component would allow for sequencing of the views (2<sup>nd</sup> level pages) within each publication. Beacon Technologies will review the design impact and provide feedback. At this point Beacon Technologies cannot commit to adding this functionality.

5.1.2.8. SFA Publications by Topic Page

**Input** – Page is dynamic and is generated based on current Programs Topics.

**Output** – List of Program & Topics and associated information concerning each Program/Topic. When the Topic link is selected a list of all documents associated with the Program/Topic pair will be provided. Listed by publication type then most recent publication. Refer to Table 3, [Program/Topic Pairs](#) for current listing.

**Process** – Click and go, no new window.

**Special Features:**

**Issues & Questions:** The associated copy for each program/topic type needs to be provided.

5.1.2.9. Archived SFA Publications Page

**Input** – Page is dynamic and is generated based on the archived Publication Types.

**Output** – List of links and associated information concerning each Publication Type. Provides links to defined sites in a similar process that the current listings work. Refer to Table 2, [SFA Publication Lists](#) for details.

**Process** – Click and go, no new window.

**Special Features:**

**Issues & Questions**

5.1.2.10. Security

**Input** – N/A

**Output** – N/A

**Process** – N/A

**Special Features:** N/A

**Issues & Questions** N/A

5.1.2.11. Administration For Member Services

5.1.2.11.1. Users Summary Page

**Input** – Last Name, Institution, Location, Professional Group and Username listed with sort on last name. Provide sort capability on Institution, Location, Professional Group and Username as well.

**Output** – Username is link to user details.

**Process** – Click and go, no new window.

**Special Features:**

**Issues & Questions**

5.1.2.11.2. Users Details Page

**Input** – 2 sections for allowing the administrators to update;

➤ User Profile data

➤ User Subscription Settings

Also as a “display only” section list the user Account Information. Refer to each of these sections for details on items to list.

**Output** – Allow administrators to modify the user's profile and subscription settings on this page. Update database accordingly.

**Process** –

**Special Features:**

**Issues & Questions**

### 5.1.3. Content Management

#### 5.1.3.1. Authoring & Management

**Input** – Using Teamsite's Templating will allow the user to create or edit data capture records and then later merge the records with presentation templates. Basically the two overall concepts are data capture & data presentation. For new documents the author will select "New Data Record" and pick from the list of categories or browse for existing documents. The categories will be listed for new documents similar to the way the CSB currently selects a form. Each category will require the same information as the current forms require for each publication type. Refer to Attachment B, "IFAP Forms & Views Details" document for these details.

**Output** – Teamsite to capture all data. Also write author and document metadata to Oracle. Flag document as in process.

**Process** – User must first login to Teamsite. Login as "Author" and supply proper Teamsite ID and Password. User will create or edit a file in their own workarea using Teamsite Templating. Upon submittal email the identified approver as defined in the templates workflow.

**Special Features:** Authors will require the LaunchPad utility to be loaded and configured to use an editing application.

**Issues & Questions**

#### 5.1.3.2. Approval Process

**Input** – The workflow process will be defined within each workflow template. IFAP Authors will be required to submit through a workflow.

**Output** – Emails will be generated to alert the content approver based on the defined workflow.

**Process** –

**Special Features:**

**Issues & Questions**

#### 5.1.3.3. Administration

Administration access to Program/Topics and Citations will be restricted to "Administrators" level.

##### 5.1.3.3.1. Program/Topics

**Input** – Add, delete or change Program Topic pair.

**Output** – Update reference table with insert, delete or update or particular Program Topic pair.

**Process** – Administrator selects action:



- Add Program – User provides Program name [submit]
- Add Topic – User selects Program to which topic is to be added then provide Topic name [submit]
- Delete Program/Topic – 1<sup>st</sup> check to see if any documents refer to this combination of program/topic. If so deny deletion. If not remove from reference table.
- Update Program /Topic – The only update allowed is to change the name. Update reference table appropriately.

**Special Features:** Ensure both current & archive publications are searched.

**Issues & Questions**

5.1.3.3.2. Citations

**Input** – Add, Modify and Delete Citations under “As of Date”. Following is the list of required data.

- As of Date
- Citation Type (Regulation Compilation or Higher Education Act)
- Part Number and Title
- Subpart Number and Title
- Section Number & Title

For modify & deletions provide intelligent combo boxes. For modify provide ability to change titles and part, subpart and section numbers.

**Output** – Update reference table with insert, delete or update of a particular Citation.

**Process** – Administrator selects action:

- Add Citation – User provides required data [submit]
- Delete Citation – User selects each required data field [submit].
- Modify Citation – User selects each required data field, makes the changes. [submit].

**Special Features:**

**Issues & Questions.**

## 5.2 Interface Requirements

### 5.2.1. General

The client platform shall use at least one of the following Y2K-compliant Web browsers:

- Netscape Communicator Version 4.6 or higher
- Microsoft Internet Explorer Version 4.01 Service Pack 2 or higher
- Lynx Browsers

### 5.2.2. Accessibility

To ensure minimum accessibility for individuals with disabilities, Beacon Technologies will be creative and maximize our design of software that is universally accessible provided the Interwoven and Autonomy products do not adversely influence the design.

### 5.2.3. Integration Points

#### 5.2.3.1. Search

Beacon Technologies will work closely with the Schools Portal to ensure the search indexes are built using the same parameters.

#### 5.2.3.2. Content Management

Beacon Technologies understands the content management effort while unique for IFAP must conform to SFA's standards. Beacon Technologies will work with the SFA Intranet team to help define and implement Content Management processes. The processes we will adhere to will be covered in the "Student Financial Aid Intranet Content Management High-Level Process Design" document.

## 6. Environments

### 6.1 Development

#### *Hardware*

- Sun Enterprise 3500
- 4 CPUs at 400 MHz
- 30 GB of Internal Disk Space
- 4GB of Main Memory

#### *Software*

- Interwoven shall be installed on the development server
- Autonomy Knowledge Server Update 2.0 or higher shall be installed on the development server
- IBM WebSphere version 3.0.1 or higher shall be installed on the development server
- Oracle version 8i release 2.0 be installed on the development server
- JDK version 1.1.8 or higher shall be installed on the development desktops and server
- All of these Y2K-compliant Web browsers shall be installed on the development desktops
- Netscape Communicator Version 4.6
- Microsoft Internet Explorer Version 4.01 Service Pack 2

#### *Location*

- Beacon Technologies, Greensboro, NC

## 6.2 Test

### *Hardware*

- Sun Enterprise 3500
- 4 CPUs at 400 MHz
- 30 GB of Internal Disk Space
- 4GB of Main Memory

### *Software*

- Interwoven shall be installed on the test server
- Autonomy Knowledge Server Update 2.0 or higher shall be installed on the test server
- IBM WebSphere version 3.0.1 or higher shall be installed on the test server
- Oracle version 8i release 2.0 be installed on the test server
- JDK version 1.1.8 or higher shall be installed on the test desktops and server
- All of these Y2K-compliant Web browsers shall be installed on the test desktops
- Netscape Communicator Version 4.6
- Microsoft Internet Explorer Version 4.01 Service Pack 2

### *Location*

- Virtual Data Center

## 6.3 Production

### *Hardware*

- Sun Enterprise 3500
- 4 CPUs at 400 MHz
- 30 GB of Internal Disk Space
- 4GB of Main Memory

### *Software*

- Interwoven shall be installed on the production server
- Autonomy Knowledge Server Update 2.0 or higher shall be installed on the production server
- IBM WebSphere version 3.0.1 or higher shall be installed on the production server
- Oracle version 8i release 2.0 be installed on the production server
- JDK version 1.1.8 or higher shall be installed on the production desktops and server
- All of these Y2K-compliant Web browsers shall be installed on the production desktops

Refer to Figure 4 [“IFAP Logical Tech Arch Topology”](#) for details.

### *Location*

- Virtual Data Center

## 7. Figures & Tables

### 7.1 IFAP Conversion Process

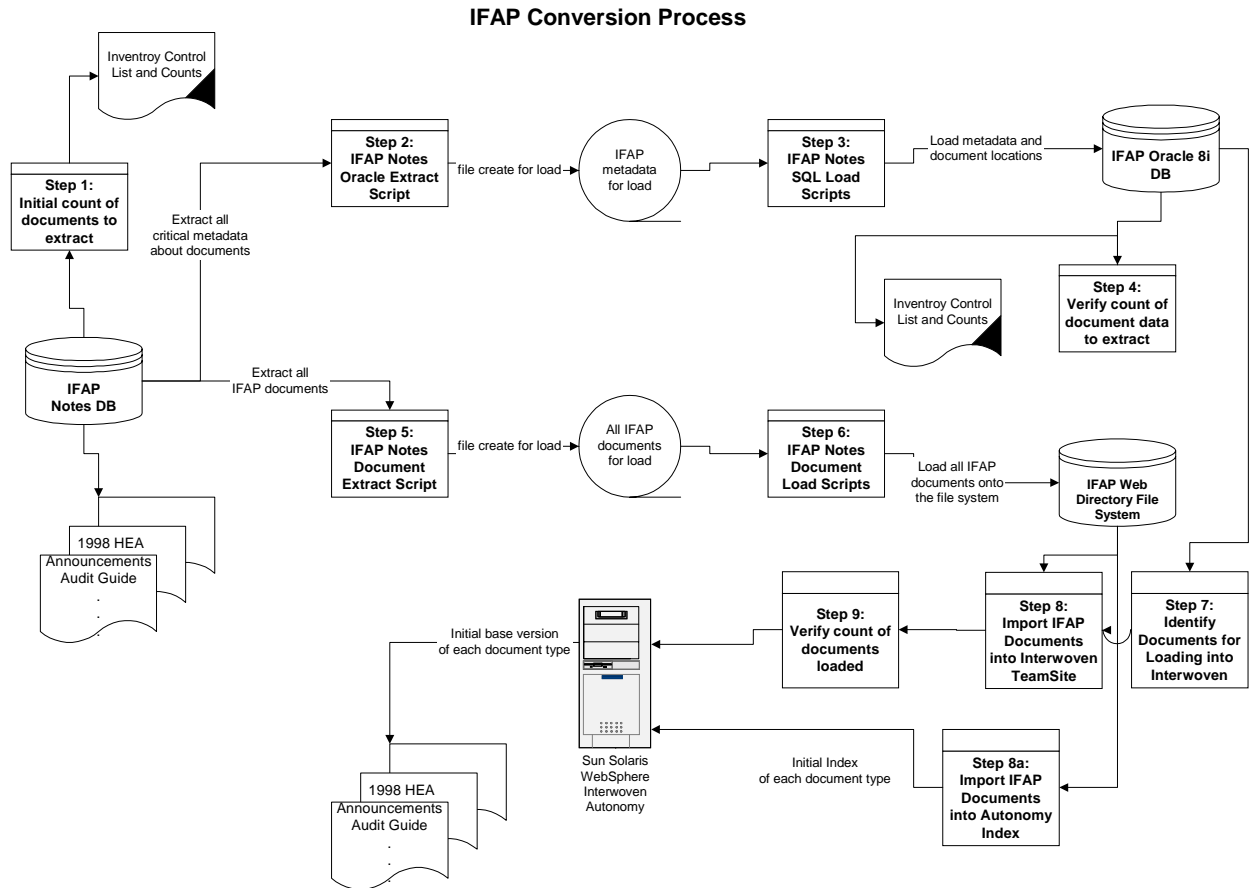


Figure 1

7.2 IFAP Flow Chart

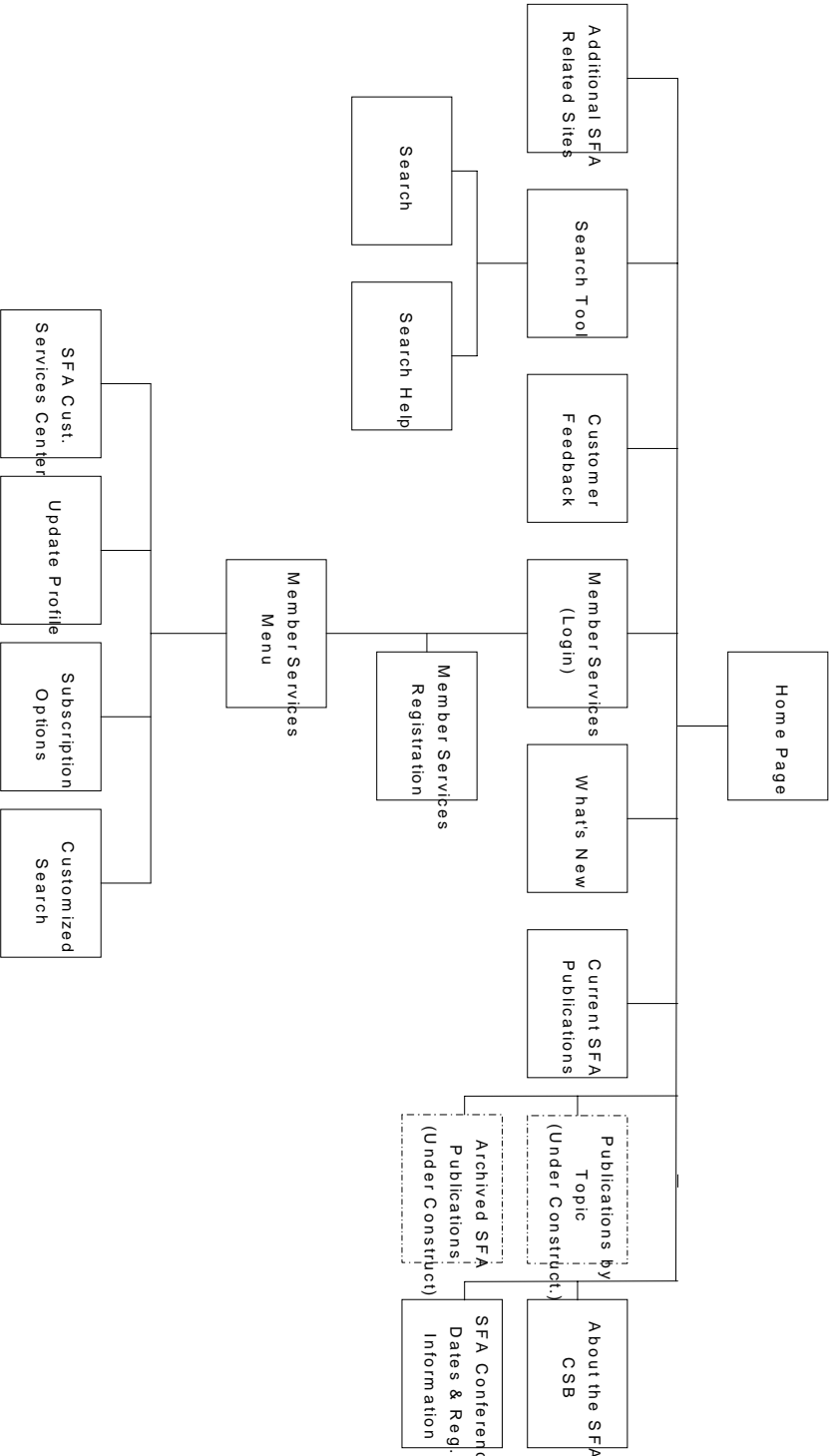


Figure 2

### 7.3 IFAP Workflow Process

#### IFAP Workflow

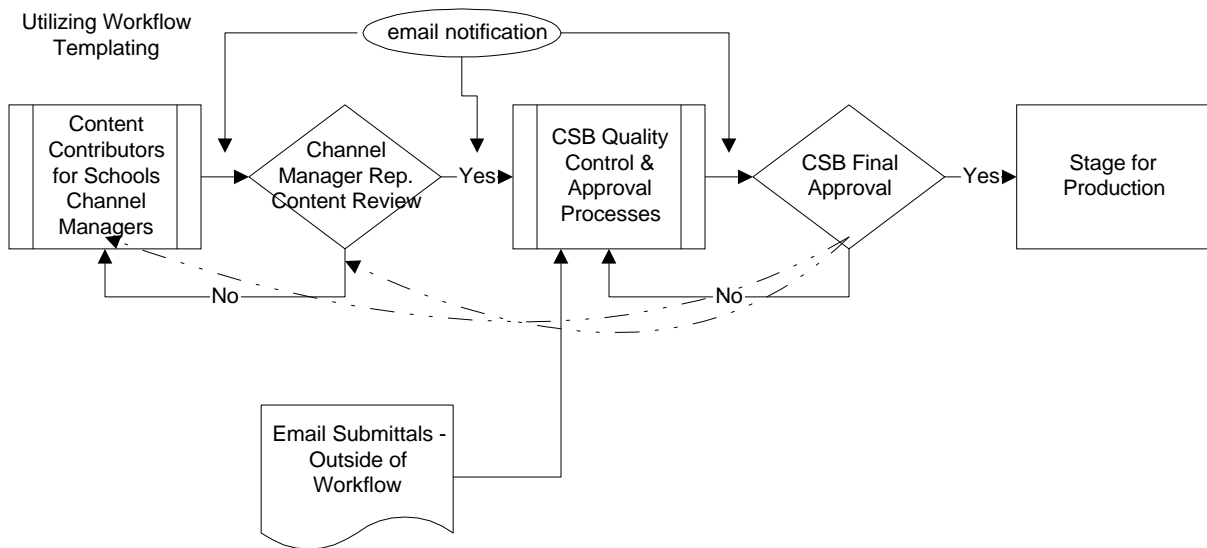


Figure 3

## 7.4 IFAP Topology

### IFAP Logical Technical Architecture Topology

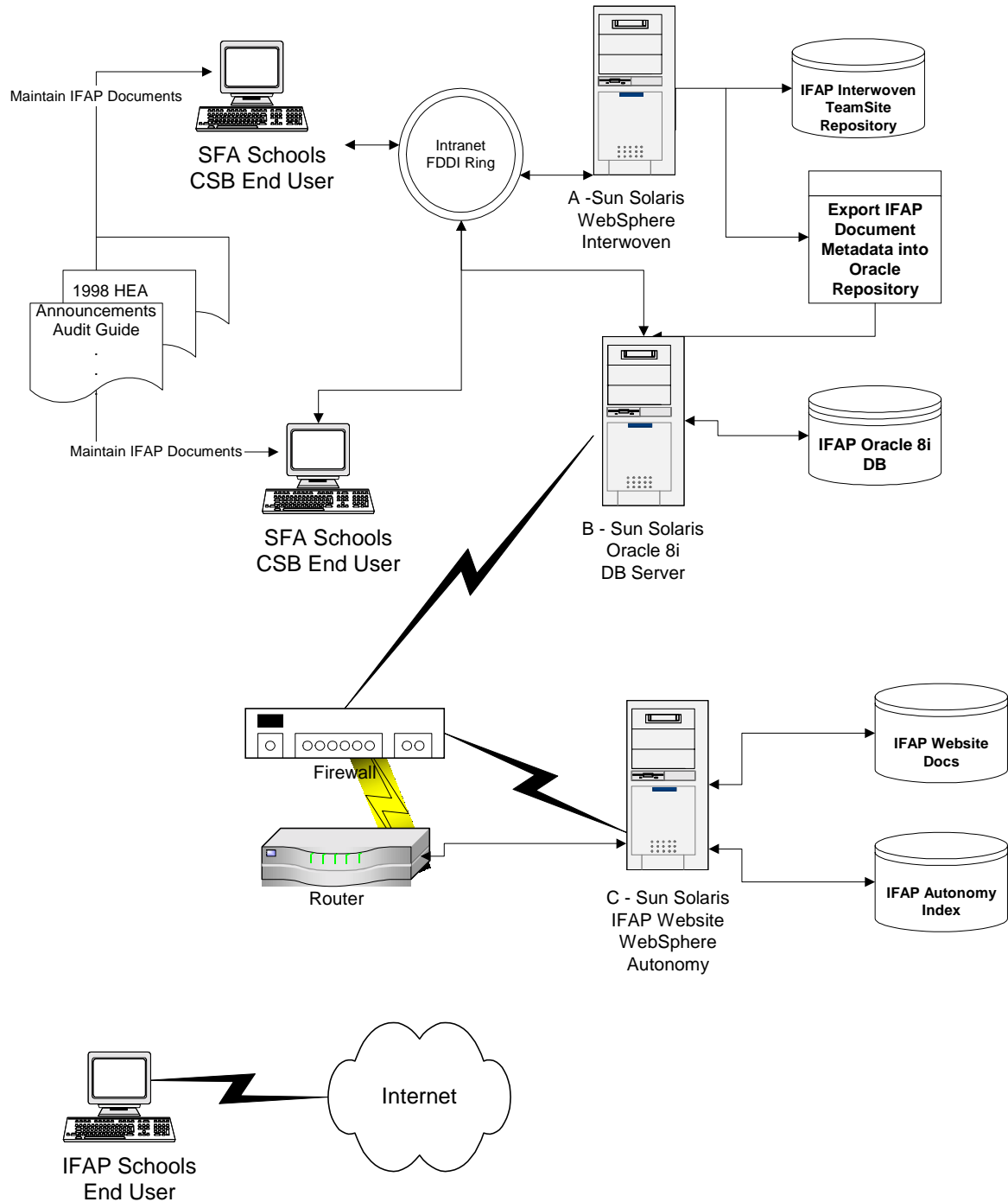


Figure 4

## 7.5 IFAP Links

### Home Page:

Link Label	URL
SFA Training:	<a href="http://ed.gov/offices/OPE/announce/trng/">http://ed.gov/offices/OPE/announce/trng/</a>
Bulk Publication Ordering System:	<a href="http://webprod.aspensys.com/education/epos/newbpos/default.asp">http://webprod.aspensys.com/education/epos/newbpos/default.asp</a>
Direct Loan Website:	<a href="http://ed.gov/offices/OPE/DirectLoan/">http://ed.gov/offices/OPE/DirectLoan/</a>
Student Financial Assistance:	<a href="http://ed.gov/finaid.html">http://ed.gov/finaid.html</a>
US Department of Education:	<a href="http://ed.gov/">http://ed.gov/</a>

### Additional SFA-related Websites:

Link Label	URL
Advisory Committee on Student Financial Assistance:	<a href="http://www.ed.gov/offices/AC/ACSFA/">http://www.ed.gov/offices/AC/ACSFA/</a>
"America Counts" FWS:	<a href="http://www.ed.gov/americanaccounts/workstudy.html">http://www.ed.gov/americanaccounts/workstudy.html</a>
"America Reads" FWS:	<a href="http://www.ed.gov/americanreads/couniv.html">http://www.ed.gov/americanreads/couniv.html</a>
Application for Approval to Participate:	<a href="http://www.eligcert.ed.gov/">http://www.eligcert.ed.gov/</a>
Closed School Search:	<a href="http://www.ed.gov/offices/OSFAP/Students/closedschool/search.html">http://www.ed.gov/offices/OSFAP/Students/closedschool/search.html</a>
Cohort Default Rates:	<a href="http://www.ed.gov/offices/OPE/Data/97default/search.html">http://www.ed.gov/offices/OPE/Data/97default/search.html</a>
Consolidation Loans:	<a href="http://loanconsolidation.ed.gov/">http://loanconsolidation.ed.gov/</a>
Customer Service Task Force for SFA:	<a href="http://www.ed.gov/cstf/">http://www.ed.gov/cstf/</a>
Direct Loans:	<a href="http://www.ed.gov/offices/OPE/DirectLoan/">http://www.ed.gov/offices/OPE/DirectLoan/</a>
Direct Loan Organization:	<a href="https://lo-online.ed.gov/lo_online/index.shtml">https://lo-online.ed.gov/lo_online/index.shtml</a>
Direct Loan Servicing:	<a href="http://www.dlservicer.ed.gov/">http://www.dlservicer.ed.gov/</a>
Distance Education Demonstration Program:	<a href="http://www.ed.gov/offices/OPE/PPI/DistEd/">http://www.ed.gov/offices/OPE/PPI/DistEd/</a>
Electronic Access Conferences:	<a href="http://edeworkshop.walcoff.com/secure/main.htm">http://edeworkshop.walcoff.com/secure/main.htm</a>
FAFSA and Corrections on the Web:	<a href="http://fafsa.ed.gov/entfafsa.htm">http://fafsa.ed.gov/entfafsa.htm</a>
FAFSA's and Renewal FAFSA's:	<a href="http://www.ed.gov/prog_info/SFA/FAFSA/index.html">http://www.ed.gov/prog_info/SFA/FAFSA/index.html</a>
Families' Guide to 1997 Tax Cuts for Education:	<a href="http://www.ed.gov/offices/OPE/Students/hopegd.html">http://www.ed.gov/offices/OPE/Students/hopegd.html</a>
Federal Perkins loan Cancellations for Teachers:	<a href="http://www.ed.gov/offices/OSFAP/Students/repayment/teachers/perkins.html">http://www.ed.gov/offices/OSFAP/Students/repayment/teachers/perkins.html</a>
Federal (Title IV) School Codes:	<a href="http://www.ed.gov/offices/OSFAP/Students/apply/search.html">http://www.ed.gov/offices/OSFAP/Students/apply/search.html</a>
Federal Student Financial Assistance Home Page:	<a href="http://www.ed.gov/offices/OSFAP/Students/">http://www.ed.gov/offices/OSFAP/Students/</a>
FWS Resource Guide	<a href="http://www.house.gov/ed_workforce/publications/index.htm">http://www.house.gov/ed_workforce/publications/index.htm</a>
GEAR UP:	<a href="http://www.ed.gov/gearup/">http://www.ed.gov/gearup/</a>
Grants Administration and Payment System (GAPS):	<a href="http://gapsweb.ed.gov/">http://gapsweb.ed.gov/</a>
HHS/Bureau of Health Professions Website:	<a href="http://www.hrsa.dhhs.gov/bhpr/">http://www.hrsa.dhhs.gov/bhpr/</a>
Higher Education Act As Amended Through December 1998:	<a href="http://www.house.gov/ed_workforce/publications/index.htm">http://www.house.gov/ed_workforce/publications/index.htm</a>
Information for Guaranty Agencies and Lenders:	<a href="http://www.ed.gov/offices/OSFAP/IGAL/">http://www.ed.gov/offices/OSFAP/IGAL/</a>
National Center for Educational Statistics (NCES) Website:	<a href="http://nces.ed.gov/fastfacts/display.asp?id=31">http://nces.ed.gov/fastfacts/display.asp?id=31</a>
Negotiated Rulemaking:	<a href="http://www.ed.gov/legislation/HEA/rulemaking/">http://www.ed.gov/legislation/HEA/rulemaking/</a>
NSLDS for FAAs:	<a href="https://www.nsldsfap.ed.gov/secure/login.asp">https://www.nsldsfap.ed.gov/secure/login.asp</a>
OIG Non-Federal Audit Team Home Page:	<a href="http://home.gvi.net/~edoig/">http://home.gvi.net/~edoig/</a>
Ombudsman Website:	<a href="http://www.sfahelp.ed.gov/">http://www.sfahelp.ed.gov/</a>
Pell-Grants On-Line:	<a href="http://www.pellgrantsonline.ed.gov/">http://www.pellgrantsonline.ed.gov/</a>
PEPS:	<a href="http://www.ed.gov/offices/OSFAP/PEPS/">http://www.ed.gov/offices/OSFAP/PEPS/</a>
Project EASI:	<a href="http://easi.ed.gov/">http://easi.ed.gov/</a>
Quality Assurance Program:	<a href="http://www.ed.gov/offices/OSFAP/QAP/">http://www.ed.gov/offices/OSFAP/QAP/</a>
SFA Coach:	<a href="http://ifap.ed.gov/sfacoach/index.html">http://ifap.ed.gov/sfacoach/index.html</a>
SFA Download	<a href="http://www.sfadownload.ed.gov/">http://www.sfadownload.ed.gov/</a>
SFA Technical Support:	<a href="http://www.ed.gov/offices/OSFAP/sfatech/index.html">http://www.ed.gov/offices/OSFAP/sfatech/index.html</a>



SFA University Training Website:	<a href="http://www.ed.gov/offices/OPE/announce/trmg/">http://www.ed.gov/offices/OPE/announce/trmg/</a>
Title IV School Codes:	<a href="http://www.ed.gov/offices/OSFAP/Students/apply/search.html">http://www.ed.gov/offices/OSFAP/Students/apply/search.html</a>
US Department of Education Directories:	<a href="http://www.ed.gov/dirs.html">http://www.ed.gov/dirs.html</a>

### SFA Publication Listings Details

Link Label	URL
FAFSAs and Renewal FAFSAs	<a href="http://www.ed.gov/prog_info/SFA/FAFSA/index.html">http://www.ed.gov/prog_info/SFA/FAFSA/index.html</a>
Higher Education Act As Amended Through December 1998	<a href="http://www.house.gov/ed_workforce/publications/index.htm">http://www.house.gov/ed_workforce/publications/index.htm</a>

Table 1

## 7.6 SFA Publication Listings

### SFA Publication Listings Details

Publication Name	Publication Summary/Description
Accrediting Agencies	Current List of Nationally Recognized Accrediting Agencies and the Criteria for Recognition by the U.S. Secretary of Education".
Action Letters	All Action Letters from the 1995-96 award year to the present are available here.
Audit Guides	The January 2000 "Audit Guide for Schools" and much more is available here.
Blue Books	Accounting, recordkeeping and reporting by postsecondary educational institutions for federally funded student financial aid programs.
Campus-Based Program Materials	The FISAP Form and Instructions, the Perkins Cohort Default Rate Booklet, the Notification of Campus-Based Final Funding for Federal Work-Study (FWS), Federal Supplemental Educational Opportunity Grant (FSEOG), and Federal Perkins Loan Programs (FPLP) Default Status Report are available here.
Conferences and Presentations	SFA/ED presentations given at conferences like the "Electronic Access Conferences" and the annual NASFAA conference are available here, in PDF format.
Counselor's Handbooks	The "Counselor's Handbooks for Postsecondary Schools" from the 1996-97 award year through the 1998-1999 award year are available here.
Dear Partner/Colleague Letters	All Dear Partner/Colleague Letters (DCLs) produced by SFA since the beginning of 1995. Or, go directly to the "type" of letter you are looking for by clicking on the appropriate link below(Contains 14 links to drcollg.nsf )
Default Rate Materials	The Draft and Official FFEL/DL Cohort Default Rate Guides, the Federal Perkins Program Default Rates, and the Cohort Default Guide and Rates for Lenders/Guaranty Agencies are available here, by Cohort Year. You can also link to a searchable database of the current school default rates on this page.
Direct Loan Bulletins	All Direct Loan Bulletins (DLBs) since the first year of the program.
Direct Loan Fact Sheets	Both Direct Loan and Direct Loan Consolidation Fact Sheets are available here.
Direct Loan Newsletters	All Direct Loan Newsletters since the first year of the program.
Direct Loan Pamphlets	The Entrance and Exit Counseling Guides (Borrower and Counselor), "The Repayment Book", "PLUS Loan Basics", "A Better Way to Borrow" and other booklets and pamphlets from the Direct Loan Program are available here.
Direct Loan School Guides	All Direct Loan School Guides published beginning with the 1995-96 award year.
Direct Loan Technical Reference	All Direct Loan Technical Reference documents beginning with the 1996-97 award year.
DRAFT SFA Publications for Review and Comment	Pre-publication SFA documents are posted here for your preview. As the PBO promised, we will provide our partners an opportunity to review and comment on DRAFT copies of SFA publications. These publications are not final and you should not use the information contained therein, until the publications are finalized.
Drug Worksheets	The worksheets students use to determine their answers to the drug conviction eligibility question on the FAFSA or the SAR are available here.
EDconnect For Windows User's Guide	Information regarding the software used to communicate via the Title IV WAN; including billing information, transmitting and receiving data, and queries.
EDE Technical References	The EDE Technical Reference documents beginning with the 1999-2000 award year.
EFC Formula Information	The 2000-2001 EFC Formula Worksheets and Tables are now available. The worksheets and tables will also be incorporated into the 2000-2001 SFA Handbook.

Publication Name	Publication Summary/Description
	This section includes hyperlinks to the Federal Registers which implement the formula for the 2000-2001 award year. For earlier years, the formulas, formula descriptions, worksheets, tables and case studies for calculating the expected family contribution for Federal Student Aid are available here.
Electronic Announcements	Bulletins, memos and letters from Senior SFA staff.
FAFSAs and Renewal FAFSAs	FAFSAs and Renewal FAFSAs for the current award year back through 1997-98 are available here. Also available are draft FAFSAs for upcoming cycles, and images and HTML code for putting FAFSA on the Web banner ads on your own web site. Also, go to the <a href="http://www.ed.gov/prog_info/SFA/FAFSA/index.html">"http://www.ed.gov/prog_info/SFA/FAFSA/index.html"</a> "Completing the FAFSA" website which explains how to properly complete a FAFSA, the purpose of the questions, and how to report information in some unusual cases.
Federal Registers	All SFA related Federal Registers published from January 1, 1995 to the present.
FFEL Special Allowance Rates	The average bond equivalent rates for 91 day Treasury bills and quarterly special allowance rates are available here.
FFEL Variable Interest Rates	The variable interest rates applicable to the Federal Stafford, Federal SLS, and Federal PLUS programs are available here.
FWS Resource Guide	The Federal Work-Study (FWS) Resource Guide outlines what the law requires campuses to do in the area of community service and offers easy how-to instructions to meet those mandates.
Higher Education Act As Amended Through December 1998	The HEA is made available to you through a link to the "Publication" web page of the U.S. Congressional House Committee on Education and the Workforce web site. The web page hosts Committee Oversight Plan, Rules, Lists of Printed Hearings and Committee Prints. The Department of Education is not responsible for the contents of the pages. To return to IFAP from this link, please use the "Back" button of your browser.
IPOS Program Review Guidance	Program Review Procedures Memos and Guidance.
NSLDS Reference Materials	The FAT Batch Record Layout, NSLDS User's Guide and Data Provider Guidance are available here.
Pell Grant (RFMS) Process	All Federal Pell Grant/Recipient Financial Management System (RFMS) information/documents/materials are available here.
Pell Grant Payment Schedules	The Pell Grant Payment Schedules are distributed under cover of a Dear Colleague/Partner letter. Click on the entries below to access the appropriate award year schedule. (Contains 3 links to drcollg.nsf)
Policy Bulletins	These bulletins are issued by SFA's Analysis Office to provide policy guidance on "hot" issues or to respond to frequently asked questions.
Reauthorization	The text of the Higher Education Amendments of 1998 that amended the Higher Education Act (HEA) are available here. We also have the transcripts from the three Public Hearings that were held in preparation for the beginning of the Negotiated Rulemaking process, and a link to the Dear Colleague Letter (DCL GEN-98-28) regarding Reauthorization.
Regulations Compilations	Compilations of all SFA related regulations were produced at the end of each calendar year through 1998. Beginning in 1999, we have begun to create quarterly compilations. These compilations reflect only those Parts of the Regulations that have been updated by final regulations, since the last update.
Return of Title IV Aid Worksheets	We are pleased to announce the availability of worksheets to assist institutions in their implementation of the "new" requirements for the treatment of Title IV funds when a student withdraws. These new requirements were added to the law by the Higher Education Amendments of 1998 (Public Law 105-244) and are found in section 484B of the Higher Education Act of 1965, as amended, and in the implementing final regulations published on November 1, 1999 (64 FR 59016).
SAR/ISIR Reference Materials	"SAR/ISIR Comment Codes", Draft SAR form, ISIR Record Layouts, and "A Guide to SARs & ISIRs" are available here.
SAR/ISIR Comment Codes/Text and Reject Codes/Reasons	SAR/ISIR Comment Codes/Text and Reject Codes/Reasons are distributed as part of A Guide to SARs & ISIRs. For easy retrieval, click on the entries below to access the appropriate award year comment codes/text or reject codes/reasons. (Contains 4 links to sarisir.nsf)

<b>Publication Name</b>	<b>Publication Summary/Description</b>
SFA Training Depot	Included information on Training Announcements, Training Guides, and links to Computer Based Training, the SFA University Web Site and other Training Web Sites.
SSCR User's Guides	The SSCR User's Guide provides the information needed by school personnel in the Registrar's Office, Financial Aid Office, and computer or data processing department to participate in the Student Status Confirmation Report process.
Student Financial Aid Handbooks	All 'SFA Handbooks' produced by SFA from the 1995-96 award year to the present.
Verification Guides and Worksheets	This guide assists financial aid administrators in completing student application data verification. The "Verification Worksheets" (for independent and dependent students) are also available here.
Verification Worksheets	Verification Worksheets were distributed as part of the "Verification Guides", until the 1999-2000 award year. For easy retrieval, click on the entries below to access the appropriate award year verification worksheets. (Contains 2 links to verifguide.nsf)

Table 2

## 7.7 SFA Publication by Topic

<b>Program/Topic Listings</b>	
<b>Program</b>	<b>Topic</b>
<b>Accrediting Agencies</b>	
	Application to Participate
	Approved Accrediting Agencies List
	Criteria for Secretarial Recognition
	Definitions
	Limitation/Suspension/Termination
	Review
<b>Campus-Based Programs (General Provisions)</b>	
	Administrative Cost Allowance (ACA)
	Allocation of Funds
	Coordination with Bureau of Indian Affairs (BIA) Grants
	Definitions
	Fiscal Operations Report and Application to Participate (FISAP)
	Fiscal Procedures
	Overawards/Overpayments
	Recordkeeping
	Resources
	Transfer of Funds
<b>Cash Management</b>	
	Authorizations (Student/Parent)
	Credit balances
	Crediting Student's Account
	Disbursement/Payment
	Early Disbursements
	Excess Cash
	Late Disbursements
	Maintaining Funds
	Notification/Disclosure
	Payment Period
	Prior-year charges
	Requesting Funds

Program	Topic
<b>Drug-Free Schools and Campuses</b>	
	Appeals
	Certification
	Components of Drug Prevention Program
	Deadlines
	Definitions
	Recordkeeping
	Violations/Actions by the Secretary
<b>FAFSA Processing/SAR/ISIR</b>	
	Application Ordering System (AOS)
	Comment Codes/Text
	Corrections
	Deadlines
	Definitions
	FAFSA Express
	FAFSA on the Web
	Institutional Student Information Record (ISIR)
	Matches/Match Flags
	Professional Judgment
	Rejects
	Renewal FAFSA
	Signature Requirements
	Updating Information
<b>Family Education Rights and Privacy (FERPA)</b>	
	Definitions
	Disclosure (FERPA)
	Enforcement Procedures
	Notification/Disclosure
	Rights of Parents/Students
	Written Policy (FERPA)
<b>Federal Family Educational Loan Program (FFEL)</b>	
	Academic Year Type (BBAY/SAY)
	Borrower Eligibility
	Borrower Eligibility (PLUS)
	Cancellation/Discharge
	Certifying a Loan
	Claims
	Charges/Fees
	Consolidation Loans
	Counseling Borrowers
	Default (Borrower)
	Default (Cohort Rate)
	Deferment
	Definitions
	Delivering FFEL Funds
	Disbursing FFEL Funds
	Due Diligence
	Estimated Financial Assistance (EFA)
	Failure to Establish FFEL Borrower Eligibility
	Federal Guaranteed Student Loan (GSL) Program
	Fiscal Procedures
	Forbearance

Program	Topic
	Foreign Medical School
	Forgiveness Demonstration Program
	Grace Period
	Guaranty Agency Eligibility
	Guaranty Agency List
	Interest
	Lender-of-Last-Resort
	Lender Eligibility
	Limitation/Suspension/Termination
	Loan Application/Promissory Note (FFEL)
	Loan Limits
	Loan Period
	Notification/Disclosure
	Overawards/Overpayments
	Program Funds (FFEL)
	Prohibitions
	Proration (FFEL/DL)
	Recordkeeping
	Refinancing
	Repayment
	Special Allowance
	Teacher Shortage Area List
	Third-party Servicers
<b>Federal Pell Grant Program</b>	
	Administrative Cost Allowance (ACA)
	Calculation/Formulas
	Definitions
	Deadlines
	Disbursement/Payment
	Fiscal Procedures
	Overawards/Overpayments
	Pell Eligibility Requirements
	Pell Payment Schedule
	Proration (Pell)
	Recalculation
	Recordkeeping
	Reporting
	Student Payment Summary (SPS)
	Summer Program/Crossover Payment Period
<b>Federal Perkins Loan Program</b>	
	Acceleration
	Allocation
	Assignment to the Department
	Bankruptcy (Perkins)
	Cancellation/Discharge
	Charges/Fees
	Counseling Borrowers
	Credit Bureau Reporting
	Deferment
	Default (Borrower)
	Default (Cohort Rate)
	Definitions
	Disbursement/Payment
	Due Diligence
	Expanded Lending Option (ELO)
	Fiscal Procedures

Program	Topic
	Forbearance
	Grace Period
	Interest
	Loan Limits
	Matching (FCC/ICC)
	National Direct Student Loan (NDSL)
	Perkins Loan Fund
	Program Participation Agreement
	Promissory Note
	Recordkeeping
	Repayment
	Repayment Schedule
	Selecting Recipients
<b>Federal Supplemental Educational Grant Program (FSEOG)</b>	
	Allocation
	Award Amount
	Definitions
	Disbursement/Payment
	Fiscal Procedures
	Matching (FCC/ICC)
	Program Participation Agreement (PPA)
	Recordkeeping
	Selecting Recipients
<b>Federal Work-Study Program (FWS)</b>	
	Allocation
	Allowable Costs
	Agreements
	"America Reads" Challenge
	Award Amount
	Carry Forward/Carry Back
	Community Service
	Conditions and Limitations of FWS Employment
	Definitions.
	Disbursement/Payment
	Fiscal Procedures
	Institutional FWS Employment
	Job Descriptions
	Job Location and Development (JLD) Program
	Matching (FCC/ICC)
	Nonprofit or Government Agency FWS Employment
	Private, For-Profit Organization FWS Jobs
	Program Participation Agreement (PPA)
	Recordkeeping
	Selecting Recipients
	Summer FWS Employment
	Wage rates
	Work-Colleges Program
<b>Higher Education Programs</b>	
	Federal Trio Programs
	National Early Intervention Program (NEIP)
	Paul Douglas Teacher Scholarship
	Robert C. Byrd Scholarship
	National Science Scholars Program

<b>Program</b>	<b>Topic</b>
<b>Institutional Eligibility and Participation</b>	
	85/15 Rule
	Academic Year Requirements
	Accreditation
	Admissions Standards
	Administrative Capability
	Application to Participate
	Audit/Program Review
	Campus Security/Crime Statistics
	Change in Ownership
	Clock Hour/Credit Hour Conversion
	Consistency of Student Information
	Consortium/Contractual Agreement
	Correspondence/Telecommunications Courses
	Deadlines
	Default (Cohort Rate)
	Definitions
	Experimental Sites Initiative
	Financial Responsibility
	Foreign Institutions
	Fraud and Abuse
	Institutional Type
	Limitation/Suspension/Termination
	Payment Periods
	PEPS/IDS
	Program Eligibility
	Program Participation Agreement (PPA)
	Quality Assurance Program
	Recertification
	Recordkeeping
	Required Electronic Processes
	Student-Right-to-Know/Student Consumer Information
	Study Abroad
	Third-Party Servicers
<b>National Student Loan Data System (NSLDS)</b>	
	Borrower Tracking
	Data Provider
	Definitions
	Enrollment/Application (NSLDS)
	Financial Aid Transcript (FAT)
	NSLDS Match
	Reporting
	Student Status Confirmation Report (SSCR)
<b>Refunds and Repayments</b>	
	Accrediting Agency Refund Policy
	Allocating Refunds and Repayments
	Comparison of Refund Calculations
	Deadlines
	Definitions
	Federal Refund Policy
	Institutional/Noninstitutional Charges
	Institutional Refund Policy
	Late Disbursements
	Leave of Absence

Program	Topic
	Pro Rata Refund Policy
	Repayment Calculations
	State Refund Policy
	Unpaid charges
	Withdrawal/Withdrawal Date
	Written Refund Statement
<b>State Agencies</b>	
	Approved State Agencies List
	Criteria for Secretarial Recognition
	Definitions
	State Postsecondary Review Program (SPRE)
<b>State Student Incentive Grant Program (SSIG)</b>	
	Award Amount
	Definitions
	Matching Requirements
	Relationship between School and State Agency (SSIG)
	Program Funds
	Selecting Recipients
	State Administration (SSIG)
<b>Student Eligibility</b>	
	Ability-to-Benefit (ATB)
	Certifications and Statements
	Citizenship/Non-Citizen Documentation
	Citizenship/Non-Citizen Eligibility
	Cost of Attendance
	Default (Borrower)
	Definitions
	Dependency Status
	Enrollment Status
	Exceptions to the Eligible Program Requirement
	Financial aid transcript (FAT)
	High School Diploma/Recognized Equivalent
	Incarcerated Students
	Loan Status
	Mid-Year Transfer Students
	Need Analysis/EFC
	Overawards/Overpayments
	Packaging
	Professional Judgment
	Religious Orders
	Remedial Coursework
	Satisfactory Academic Progress (SAP) Policy
	Selective Service Registration
	Social Security Number
	Teacher Certification
<b>Title IV WAN/Electronic Data Exchange (EDE)</b>	
	Applicant Data Service
	Billing/Charges/Fees
	Definitions
	Direct Loan Information (EDE)
	EDEExpress
	Electronic Corrections



<b>Program</b>	<b>Topic</b>
	Electronic Student Applications
	Enrollment/Application (Electronic Services)
	Federal Data Request (FDR)
	Field/Record Descriptions
	Floppy Disk Data Exchange
	Hardware Requirements
	IAM/EDConnect/NET*CONNECT
	Institution Applicant Data Service
	OPEnet
	Packaging
	Participation Agreement (TIV WAN)
	Pell Information (EDE)
	Query
	Recipient Data Exchange (RDE)
	State Agency Applicant Data Service
<b>Training/Conferences/Meetings</b>	
<b>Verification</b>	
	Acceptable Verification Documentation
	Consequences of change in application information
	Consequences of failure to provide documentation
	Deadlines
	Definitions
	Discretionary Verification
	Exclusions (Verification)
	Interim Disbursements
	Items to be Verified
	Recovery of Funds
	Selection of Applications for Verification
	Signature Requirements
	Tolerance (Verification)
	Updating Information
	Verifying Household Size
	Verifying Number Enrolled in Postsecondary Education
	Verifying AGI and Income Tax Paid
	Verifying Untaxed Income and Benefits
<b>William D. Ford Federal Direct Loan Program</b>	
	Academic Year (BBAY/SAY)
	Administrative Cost Allowance (ACA)
	Application to Participate (DL)
	Borrower Eligibility
	Borrower Eligibility (PLUS)
	Cancellation/Discharge
	Certifying a Loan
	Charges/Fees
	Consolidation Loans
	Counseling Borrowers
	Default (Borrower)
	Default (Cohort Rate)
	Deferment
	Definitions
	Disbursement/Payment
	Forbearance
	Grace Period

Program	Topic
	Interest
	Limitation/Suspension/Termination
	Loan Limits
	Loan Period
	Notification/Disclosure
	Overawards/Overpayments
	Promissory Note
	Proration (FFEL/DL)
	Reconciliation
	Recordkeeping
	Repayment
	Servicers (DL)

Table 3